



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION

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### FLEET SERVICE REPRESENTATIVE \$1073.99 - \$1,734.62 BIWEEKLY

#### **MINIMUM REQUIREMENTS:**

1. One (1) year experience in a customer service fleet environment.
2. One (1) year experience in automotive inventory control.
3. Ability to lift up to 30 pounds.
4. Driver's license.
5. Shift work including nights, weekends, and holidays.

#### **NATURE OF WORK:**

Multi functional position that performs difficult technical and routine administrative work in the coordination of vehicle service and parts, including tracking the flow from entry point to the ready line. Maintains vehicle, parts, labor, sublet, and warranty records in the fleet management system. Managing the flow of vehicles from entry point to ready line, while coordinating customer complaints, scheduling mechanics labor hours and acquiring parts in a timely manner, including parts inventory tracking. Schedules work with outside vendors and ensures timeliness and quality expectations are met.

#### **DESIRES:**

Strong commitment to providing quality customer service. Excellent oral and written communication skills. Basic knowledge of word processing and spreadsheet software. Proficiency in Spanish a plus.

**This position represented by A.F.S.C.M.E. (American Federation of State, County, and Municipal Employees)**

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Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM, EXCLUDING HOLIDAYS  
Job Hotline (305) 673-7777 [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department, 3<sup>rd</sup> Floor  
Miami Beach, FL 33139

CLASS NO.- **1615**  
CS NO. - **0024C0-9**

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**EOE/AA/ADA/VET PREF PER FL LAW**